

## **8.0 College Examinations Rules And Regulations**

Examinations constitute a very important aspect of College activities. Students are therefore advised, in their own interest to give the rules and regulations pertaining to examinations the seriousness they deserve.

### **8.1 Material To Be Provided By Students:**

Students are to provide themselves with the following materials:

- Pen
- Pencil
- Eraser
- Sharpener
- Ruler
- Mathematical Set (when necessary)
- Calculator
- Drawing Instruments (where applicable)
- Drawing Boards (if requested)

Any other material specified by the College Examinations Committee

- 8.1.1 Students are advised to be in possession of their own item as borrowing/ lending whilst examinations are in progress will not be allowed.
- 8.1.2 No student shall be allowed to borrow from or lend any of the materials listed above to his neighbour during an examination, and there should be no jottings on any of them.
- 8.1.3 No programmable calculator shall be allowed, and where an examination condition forbids the use of calculator, no calculator shall be allowed into such Examination Hall.

### **8.2 Arrival of Students in the Examination Hall:**

- 8.2.1 Each student may be searched before entering the examination hall, and where necessary, during the examination.
- 8.2.2 For this purpose, each student is required to be present at the examination hall, carrying only authorised materials, at least 25 minutes before the commencement of a paper.

8.2.3 After the search each student will immediately proceed into the hall and sit on his designated chair.

8.2.4 A student arriving at the examination hall 30 minutes after the commencement of a paper may not be permitted to sit for that paper.

### **8.3 Discipline as regards examinations:**

8.3.1 A student for a written examination shall not be allowed to take handbag/purse wallet and any paper into the examination hall, except his college identity card.

8.3.2 Only the student registration number shall be used as examination number.

8.3.3 A student shall be provided with all the papers he needs for writing the examination.

8.3.4 All rough work should be done on the College Answer Booklet provided for the examination but should be neatly and legibly cancelled. The workings must therefore be on paper provided for the examination by the College.

8.3.5 No student shall bring into the examination hall any working aid like printators or gadgets for visual display, models, sketches or formulae whether relevant or not relevant.

8.3.6 No rough work should be done on the question paper, on the desk, palm or any other part of the body.

8.3.7 Where a student is in doubt as to what he is allowed to take into examination hall, he should find out from the school's Examination Officer at a reasonable time before the start of the paper.

8.3.8 All forms of " co-operation" between students (e.g conversation, exchange of papers, writing and drawing aids, calculators, erasers) and all forms of communication in the examination hall are regarded as misconduct

8.3.9 Where a student is in extreme need of help, such as sudden illness, illegible questions, or in uncomfortable circumstance, he should call the attention of the invigilator by raising up his hand. Tapping on the table or desk and all forms of noise in order to invite attention are violations of proper conduct of

the examination and shall be considered as misconduct and will be punished accordingly.

8.3.10 Students can visit the toilet only one at a time during an examination and strictly under escort.

8.3.11 It is misconduct for a student to:

- \* Destroy, mutilate or swallow any object that can be used as evidence
- \* Solicit for marks before or after an examination
- \* Possess examination stationery before or after an examination.

#### **8.4 Submission and Collection of Answer Scripts**

8.4.1 Students must submit their answer scripts by hand to the invigilator and sign an attendance sheet that they sat for examination and submitted their answer scripts.

8.4.2. It is misconduct for a student to take out the examination hall any of the answer booklets, answer scripts and materials provided by the College.

8.4.3 A student may submit his answer script any time not earlier than one hour from the commencement of writing an examination if he so wishes but must leave the examination hall immediately. Such student should leave his question paper with the invigilator, and may collect the question paper from the invigilator at the end of the examination. On no account should such a student be allowed back into the examination hall.

#### **8.5 Special Examination**

Where an examination is considered special (e.g. open book examination, oral examination, practical work, laboratory test, surveying, field work, open air art work, drawing, etc.) students must comply with the examiner's instructions as to the number, nature, type of books and instruments or papers or work aids that will be required so as to conduct the examination under ideal conditions.

#### **8.6 Ill - health**

8.6.1 Any students in ill-health who requires any form of special attention or supervision or who feels that his health may affect his work in the examination

hall should notify and submit a report signed by a Medical Practitioner to his Director of School prior to the examination date.

- 8.6.2 In case a student falls sick during an examination, he should report immediately to the invigilator, who shall take necessary action.
- 8.6.3 Medical report from any student brought from the examination hall for ill-health or who was seen during the examination period by any college medical personnel for treatment, but could not continue or finish the examination because of this ill-health, would only be honoured if it comes direct from his Director of School.
- 8.6.4 In case a student falls or reports seriously ill prior to, or during the examination period and is attended to at the College Medical Centre, a written report on the student shall be made by the doctor and be forwarded to the Director of School of the student concerned within 48 hours of attending to the student.
- 8.6.5 Where a student is referred to a specialist or another hospital the external report on the student shall be countersigned with comments, if need be, by the College Medical Officer and be forwarded to the Director of School of the student concerned. In a case where there is external report, the doctor who made reference shall take action as in 8.6.4 above.

## **8.7 Breach of these Rules and Regulations**

Without prejudice to the generality of the foregoing, a breach of these rules is also defined to include:

- 8.7.1 Bringing any aid or exhibit into the examination hall whether or not the student and hi/her accomplice (s) is/are caught before, during or after the examination.
- 8.7.2 Possession of blank College answer booklet (s) before, during or after the examination.

- 8.7.3 Bringing into the examination hall, prepared answers on College answer booklet (s) or College answer sheets.
- 8.7.4 Borrowing or lending materials listed under clause 8.1 from or to another student during an examination.
- 8.7.5 Grasping or seizing the script of another student without good cause.
- 8.7.6 Aiding another student during an examination by any means whatsoever
- 8.7.7 Procuring another to write an examination by any means whatsoever
- 8.7.8 Going to an examination hall without good cause or reason other than eligibility to seat for that examination.
- 8.7.9 Giving false information as to name, class and registration number in order to cover identity.
- 8.7.10 Rudeness in any form to an invigilator
- 8.7.11 Causing an uproar, incident or disturbance either at the examination hall or in its vicinity.
- 8.7.12 Physical attack or threat of injury on an invigilator, examiner, examination officer or assistance before during or after an examination.
- 8.7.13 Destruction, mutilation, swallowing or concealment of an exhibit or evidence or in any way obstructing the course of an investigating committee.
- 8.7.14 Procuring another student or other accomplice to aid and abet in any manner the breach of these rules and regulations.
- 8.7.15 The categories of misconduct herein enumerated are not exhaustive and may include such acts which the College may regard as a breach of these rules and regulations.

Any breach of these rules and regulations will amount to misconduct and will be punished accordingly after due investigation.

## **8.8 Procedure for Petition**

- 8.8.1 Any student having an unusual or abnormal problem in connection with his examination or with the examination result and wishes to complain, may forward his complaint to the Rector in writing and copy the Director of School and the College Examination Committee.
- 8.8.2 A fee of Two Hundred and Fifty Naira (N250.00) must be paid to the College Bursary and the receipt of payment must accompany the letter of complaint from the student to the Rector.
- 8.8.3 If a complaining student is vindicated after investigation, the fee of Two Hundred and Fifty Naira (N250.00) paid shall be returned to him.
- 8.8.4 A lecturer or any other staff against whom a student has lodged a complaint, if found after investigation to have misconducted himself shall be dealt with as appropriate by the relevant authority.
- 8.8.5 The categories of misconduct herein enumerated are not exhaustive and may include such other acts which the College may regard as a breach of these rules and regulations.